

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

Please fill out the form and return to the email address above.

Once your order is submitted an Encore representative will contact you for an official order review, signature, and payment. Payment will be taken over the phone.

Rates are for the entire show.

Labor, Sales tax, Loss damage waiver, and Event Technology Support will apply.

Exhibitor orders are due 10 days before the 1<sup>st</sup> day of the event. If orders are submitted beyond the deadline, a daily charge for equipment and power will be applied.

POWER	QUANTITY	REGULAR RATE
120V 20AMP BOOTH POWER (REQUIRED IF POWER IS NEEDED 20 AMPS IS THE MINIMUM)		\$230
60 AMP BOOTH POWER		\$470
POWER STRIP & EXTENSION CORD (MUST ORDER BOOTH POWER)		\$46

MONITOR	QUANTITY	REGULAR RATE
32" MONITOR TABLE TOP & HDMI		\$302
55" MONITOR PACKAGE- FLOOR STAND & HDMI		\$847
70" MONITOR PACKAGE- FLOOR STAND & HDMI		\$1327
LAPTOP		\$280

ADDITIONAL NOTES - AUDIO - VIDEO - LIGHTING & MISC EQUIPMENT REQUESTS
